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ASSESSMENT CENTERS

2-1

Tziner, Aharon and Shimon Dolan.
Validity of an assessment center for identifying future female officers in the military. Journal of applied psychology, 67:728-736, December 1982.
Descriptors: *Assessment centers--Evaluation / *Military officers--Selection.

CAREER PLANNING

2-2 Ie438.5 .W57w

"Where to start:" an annotated career planning bibliography, 1981-82. 3d ed. Edited by Madeline T. Rockcastle. Ithaca, Cornell University Career Center, 1981. 163p.
Descriptors: *Career planning--Bibliography / *College graduates--Career planning--Bibliography.

CAREER STAFFING

2-3 Ie122 .D14u

Dailey, Charles A.
Using the track record approach; the key to successful personnel selection. New York, AMACOM, 1982. 169p.
Descriptors: *Selection--Methods / *Interviewing--Methods.

2-4 Ie122 .Un52f

U.S. Federal Emergency Management Agency.
Fire department personnel management handbook: managing the entry of women and minorities. Springfield, Va., National Technical Information Service, 1982. 131p. (PB82-227851)
Descriptors: *Fire fighters--Selection / *Selection--Handbooks, manuals, etc. / *Personnel administration--Handbooks, manuals, etc. / Minority groups--Selection / Women--Selection.

CHANGE, ORGANIZATIONAL

2-5

Malinconico, S. Michael.
Technology, change & people: hearing the resistance. Library journal, 108:111-113, January 15, 1983.
Descriptors: *Change, Resistance to / *Technology--Social aspects.

CIVIL SERVICE, FEDERAL

2-6

Broadnax, Walter D. and Peter Durant.
Civil service centennial: a question of merit. Public administration times, 6:3-4, January 1, 1983.
Peter Durant is Supervisory Program Analyst, Office of Planning and Evaluation, U.S. Office of Personnel Management.
Descriptors: *Civil service history--1883- / *Civil service--Administration--Evaluation / *Civil service reform / Federal government.

2-7 S/C

Campbell, Alan K.
The bureaucrats and politicians need a treaty. Washington post, p. B8, January 16, 1983.
Alan K. Campbell was Director, U.S. Office of Personnel Management, 1979-1980.
Descriptors: *Civil service--Administration--Evaluation / *Political executives--Evaluation / *Executives--Utilization / *Civil service reform / Federal government.

2-8

Davis, Charles E.
Veterans' preference and civil service employment: issues and policy implications. Review of public personnel administration, 3:57-65, Fall 1982.
Descriptors: *Veterans--Preference / *Veterans--Employment / *Civil service / Federal government.

2-9

Devine, Donald J.
OPM urges tort claims immunity. Federal times, 18:9, January 10, 1983.
Donald J. Devine is Director, U.S. Office of Personnel Management.
Descriptors: *Federal employees--Liability--Law and legislation.

2-10

Moffit, Robert E.
Legislation; highlights of 1982. Management (U.S. Office of Personnel Management), 3:25-26, no. 3 1982.
Robert E. Moffit is Assistant Director for Congressional Relations, U.S. Office of Personnel Management.
Descriptors: *Civil service legislation / Retirement / Hours of work / Torts / Federal government.

2-11

100 years ago ... the merit system is born. Retirement life, 59:20-21, January 1983.
Based on the U.S. Civil Service Commission's Biography of an Ideal, 1973.
Descriptors: *Civil service history--1883- / *Civil service reform--Law and legislation / Federal government.

2-12

100 years later. Federal times, 18:1+, January 17, 1983.
Descriptors: *Civil service history--1883- / Federal government.

2-13 S/C

Sussman, Barry.
Don't fret: by and large, Americans approve of their bureaucracy. Washington post, p. A8, January 16, 1983.
Descriptors: *Federal employees--Public opinion.

CIVIL SERVICE, FEDERAL (Cont'd)

2-14 Ic26.28 .Sy6s

Symposium on civil service reform, edited by James S. Bowman. Columbia, S.C., University of South Carolina, Bureau of Governmental Research and Service, 1982. 2v.

Issued as Review of Public Personnel Administration, Vol. 2, Spring 1982 and Summer 1982 issues.

Descriptors: *Civil service reform--Addresses, essays, lectures / *Civil service reform--Evaluation / *Civil service reform--Administration--Evaluation / Federal government.

2-15 S/C

Taylor, Paul.

Federal workers; unloved and under siege. Washington post, p. A1+, January 16, 1983; p. A1+, January 17, 1983; p. A1+, January 18, 1983; p. A1+, January 19, 1983.

Four-part series.

Contents: Civil service turns 100, burdened by stereotypes; The sorry state of Uncle Sam's pay system; Minus a bottom line, merit system earns demerits; Frictions crest in civil service in Reagan era.

Descriptors: *Civil service / *Civil service reform--Administration--Evaluation / *Pay / *Executive compensation / *Compensation administration / *Senior executive service--Evaluation / *Performance-based pay--Administration--Evaluation / *Political executives / *Removal / *Bureaucracy / Fringe benefits / Pensions / Federal government.

2-16

U.S. civil service hits 100. Retirement life, 59:4, January 1983.

Descriptors: *Civil service history--1883- / *Federal employees / Federal government.

2-17 Ic26.3 .Un35ce

U.S. Office of Personnel Management.

A century of American civil service, 1883-1983. Prepared by Office of Public Affairs. Washington, 1983? 12p.

Descriptors: *Civil service history--1883- / *Civil service history / Federal government.

CIVIL SERVICE, FOREIGN

2-18

Hoyle, A. R. and C. E. Carr.

Administrative chronicle: Federal government. Australian journal of public administration, 41:251-257, September 1982.

Descriptors: *Australia--Civil service.

COMMUNICATION

2-19 Ie425.5 .B92L

Burley-Allen, Madelyn.

Listening: the forgotten skill. New York, Wiley, 1982. 153p.

Descriptors: *Listening / *Communication in personnel management.

2-20 Id52.3 .Sca6s

Scannell, Edward E.

Supervisory communications. Dubuque, Iowa, Kendall/Hunt, 1982. 137p.

Descriptors: *Communication in personnel management / *Oral communication / *Writing.

COMPENSATION

2-21
Alfalla, Lynn I.
The Fair Labor Standards Act and you. Management (U.S. Office of Personnel Management), 3:10-13, no. 3 1982.
Lynn I. Alfalla is a writer-editor, U.S. Office of Personnel Management.
Descriptors: *Fair Labor Standards Act / *Overtime pay--Law and legislation / Federal government.

2-22
Fielder, Barbara L.
Conducting a wage and salary survey. Personnel journal, 61:879-880, December 1982.
Descriptors: *Pay survey methods.

2-23 Ie59 .In8p 1982
International Personnel Management Association.
Pay rates in the public service; survey of 62 common job classes in the public service; rates in effect on August 1, 1982. Washington, 1982. 62p.
Descriptors: *Pay rates / State government / Local government / Federal government.

2-24
Mahoney, Thomas A.
Approaches to the definition of comparable worth. Academy of Management review, 8:14-22, January 1983.
Descriptors: *Pay rates.

2-25
Neuse, Steven M.
A critical perspective on the comparable worth debate. Review of public personnel administration, 3:1-20, Fall 1982.
Descriptors: *Pay rates--Research / *Women--Pay--Research.

2-26 Ie55 .P96p
Public sector labor markets, edited by Peter Mieszkowski and George E. Peterson. Washington, Committee on Urban Public Economics and The Urban Institute, 1981. 216p. (COUPE papers on public economics, vol. 4)
Descriptors: *Pay administration--Addresses, essays, lectures / *Compensation comparability--Addresses, essays, lectures / *Pension financing--Addresses, essays, lectures / Federal government / State government / Local government.

2-27
Siegel, Efstathia A.
Civil service benefits changes. Management (U.S. Office of Personnel Management), 3:26-27, no. 3 1982.
Efstathia A. Siegel is a writer-editor, U.S. Office of Personnel Management.
Descriptors: *Fringe benefits--Law and legislation / Cost of living increases / Retirement benefits / Retirement age / Federal government.

COMPENSATION (Cont'd)

2-28 Ie55 .St9s

A study on pay reform issues. Alexandria, Va., Consortium on Federal Pay Reform, 1982. 1v.

Descriptors: *Pay comparability / *Compensation comparability / *Executives--Pay--Administration / Federal government.

2-29 M-Fiche

U.S. General Accounting Office.

Observations on the April 15, 1982, joint services report, "Military pay adjustment mechanism study." Washington, U.S. Govt. Print. Off., 1982. 7p. (B-125037)

Letter to Caspar W. Weinberger, Secretary of Defense.

Descriptors: *Military personnel--Pay--Administration.

2-30 Ie52 .Un58s

U.S. General Accounting Office.

Special pay and benefits granted to select groups of general schedule employees. Washington, 1982. 15p. (B-209033)

Report to the Chairman, Committee on Post Office and Civil Service, House of Representatives.

Descriptors: *Pay rates / *Fringe benefit administration / *Compensation administration--Bibliography / Overtime pay / Cost of living allowances / Federal government.

2-31 Ie55 .Un58to

U.S. General Accounting Office.

Total compensation comparability for Federal employees. Washington, General Accounting Office, 1980. 10p. (B-200152)

Letter to the Honorable Gladys N. Spellman, Chair, Subcommittee on Compensation and Employee Benefits, Committee on Post Office and Civil Service, House of Representatives.

Descriptors: *Compensation comparability--Administration--Evaluation / *Compensation comparability--Law and legislation / Federal government.

2-32 Ie55 .Un35ga 1982

U.S. Office of Personnel Management.

Salary table no. 68, executive branch of the government. Prepared by Compensation Group. Washington, U.S. Govt. Print. Off., 1982. 29p. (OPM Doc. 124-48-6)

Descriptors: *Pay tables / Federal government.

CONSULTANTS

2-33

[Consultants.] Training and development journal, 37:62-64+, January 1983.

Contents: Making the leap: perspectives on becoming a consultant, by Patricia G. Hurley; Consultants: the buyer's view, by Elizabeth S. Gorovitz; Untraining the trainer: steps toward consulting, by Geoff Bellman; Selecting and managing management consultants, by Sigmund G. Ginsburg.

Descriptors: *Consultants / *Consultants--Selection / *Management consultants--Selection.

CREATIVE THINKING

2-34 Ie405.2 .R19h

Raudsepp, Eugene.

How creative are you? New York, Perigee, 1981. 203p.

Descriptors: *Creative ability / *Problem solving.

ELECTRONIC DATA PROCESSING PERSONNEL

2-35 M-Fiche

U.S. Bureau of Labor Statistics.

Employment trends in computer occupations. Washington, U.S. Govt. Print. Off., 1981. 46p. (Bulletin 2101)

Descriptors: *Electronic data processing personnel--Employment / *Computer operators--Employment.

EMPLOYEE CONDUCT

2-36

Ewing, David W.

How to negotiate with employee objectors. Harvard business review, 61:103-110, January-February 1983.

Based on material in several chapters of the author's book, Do It My Way or You're Fired, 1982.

Descriptors: *Dissent--Case studies / *Whistleblowing / *Negotiation / Listening.

2-37

Miller, Judith and Mark Miller.

Hands off! Perspectives (U.S. Commission on Civil Rights), 14:31-33, Spring 1982.

Descriptors: *Harassment / *Equal opportunity in employment.

EMPLOYEE HEALTH AND MEDICAL CARE

2-38

Lawrence, Melanie.

Don't let the holiday blues get employees down. Personnel journal, 61:898-901, December 1982.

Descriptors: *Stress, Psychological / *Health, Employee.

2-39

Tabor, Martha.

Health care job stress. Occupational health & safety, 51:20-25, December 1982.

Descriptors: *Stress, Psychological / *Health personnel.

EQUAL OPPORTUNITY IN EMPLOYMENT

2-40 Ie152.9 .R31r

Resources for affirmative action. Garrett Park, Md., Garrett Park Press, 1982. 190p.

Descriptors: *Affirmative action--Bibliography / *Affirmative action--Information sources / *Equal opportunity in employment--Bibliography.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

2-41 Ie152.9 .Un365c

U.S. Commission on Civil Rights.
Catalog of publications, March 1982. Washington, 1982. 34p.
Lists Commission publications, 1971-1982.
Descriptors: *Affirmative action--Bibliography / *Civil rights--Bibliography / *Equal opportunity in education--Bibliography.

2-42 Ie154 .Un98ec

U.S. Women's Bureau.
Equal employment opportunity for women: U.S. policies. Washington, U.S. Govt. Print. Off., 1982. 38p.
Descriptors: *Equal opportunity in employment / *Women--Employment / *Pay rates--Statistics.

ETHICS

2-43 Ie478 .V54b

Velasquez, Manuel G.
Business ethics; concepts and cases. Englewood Cliffs, N.J., Prentice-Hall, 1982. 355p.
Partial contents: Chap. 7, The ethics of job discrimination; chap. 8, The individual in the organization.
Descriptors: *Business ethics / *Discrimination / *Employee rights / Business ethics--Case studies.

EXECUTIVES

2-44 Ie124 .T32m

Thain, Richard J.
The mid-career manual: a guide to making smart decisions for your high-earning years. Englewood Cliffs, N.J., Prentice-Hall, 1982. 147p.
Descriptors: *Executives--Career planning / *Middle age / *Women--Employment.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

2-45

Ansari, Mahfooz A., Howard Baumgartel and George Sullivan.
The personal orientation-organizational climate fit and managerial success. Human relatons, 35:1159-1178, December 1982.
Descriptors: *Executive effectiveness--Research / *Executives--Abilities--Research / *Organizations--Climate.

2-46

Cohen, Lynn R.
Nonverbal (mis)communication between managerial men and women. Business horizons, 26:13-17, January-February 1983.
Descriptors: *Executives--Characteristics / *Women executives--Characteristics / *Sex roles.

2-47 Id34 .K57s

Kimmel, Melvin J.

Senior leadership: an annotated bibliography of the military and nonmilitary literature. Springfield, Va., National Technical Information Service, 1982. 62p. (AD-A115 890)

Originally published: Alexandria, Va., U.S. Army Research Institute for the Behavioral and Social Sciences, 1981.

Descriptors: *Executives--Characteristics--Bibliography / *Leadership--Bibliography / *Leadership style--Bibliography.

2-48

Kindler, Herbert S.

The art of managing differences. Training and development journal, 37:26-32, January 1983.

Descriptors: *Executives--Abilities / *Conflict resolution--Methods / *Human relations.

2-49 Ie124 .L36p

Lau, Alan W., Cynthia M. Pavett and Arthur R. Newman.

Public and private sector managers: are they really that different? Springfield, Va., National Technical Information Service, 1982. 1v. (AD-A114 021)

Descriptors: *Executives--Characteristics--Comparative studies / *Executives--Responsibilities--Comparative studies / *Executives--Abilities--Comparative studies / Federal government.

2-50 Id33 .M13e

McCaskey, Michael B.

The executive challenge; managing change and ambiguity. Boston, Pitman, 1982. 231p.

Descriptors: *Executives--Abilities / *Management--Case studies / *Stress, Psychological / Creative ability.

2-51

McClelland, David C. and Richard E. Boyatzis.

Leadership motive pattern and long-term success in management. Journal of applied psychology, 67:737-743, December 1982.

Descriptors: *Executives--Abilities--Research / *Management potential--Research / *Leadership style--Research.

2-52

[Measuring managers' minds.] Academy of Management review, 8:143-155, January 1983.

Contents: Measuring managers' minds: a critical reply to Robey and Taggart, by David M. Schweiger; Issues in cognitive style measurement: a response to Schweiger, by Daniel Robey and William Taggart.

Critical discussion of issues raised by Daniel Robey and William Taggart in "Measuring managers' minds: the assessment of style in human information processing," Academy of Management Review, 6:375-383, July 1981.

Descriptors: *Executives--Characteristics--Research / *Decision-making--Research.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

2-53
Mikalachki, Alexander.
Does anyone listen to the boss? Business horizons, 26:18-24, January-February 1983.
Descriptors: *Executives--Abilities / *Change, Organizational--Case studies.

2-54
Steffen, R. James.
Time: how to make a little a lot. Management world, 11:9-11, December 1982.
Descriptors: *Executives--Abilities / *Time management.

2-55
Tuckel, Peter and Karolynn Siegel.
The myth of the migrant manager. Business horizons, 26:64-70, January-February 1983.
Descriptors: *Executives--Characteristics / *Organizational commitment / *Executives--Mobility.

EXECUTIVES--EVALUATION

2-56
Siegel, Laurence.
Paired comparison evaluations of managerial effectiveness by peers and supervisors. Personnel psychology, 35:843-852, Winter 1982.
Descriptors: *Executives--Evaluation--Research / *Peer ratings--Research / Bank workers--Evaluation.

EXECUTIVES--RESPONSIBILITIES

2-57
Aggarwal, Sumer C.
Manager, manage thyself! Business horizons, 26:25-30, January-February 1983.
Descriptors: *Executives--Responsibilities / *Cost control.

2-58
Bridging the gap: a dialogue. Management (U.S. Office of Personnel Management), 3:2-9, no. 3 1982.
Panel discussion before Senior Executive Association luncheon, July 1982. Panel moderator was G. Jerry Shaw; panelists were Donald J. Devine, Alton G. Keel, James E. Colvard and Charles Bingman.
Donald J. Devine is Director, U.S. Office of Personnel Management.
A slightly different version of this discussion appeared in Bureaucrat, 11:39-46, Fall 1982 (Personnel Literature, item 1-70, January 1983).
Descriptors: *Political executives--Responsibilities / *Executives--Responsibilities / *Policy formulation / Transitions, Presidential / Federal government.

EXECUTIVES--SELECTION AND TESTS

2-59
Tziner, Aharon and Shimon Dolan.
Evaluation of a traditional selection system in predicting success of females in officer training. Journal of occupational psychology, 55:269-275, no. 4 1982.
Descriptors: *Women executives--Selection / *Prediction of occupational success--Research / *Military officers--Selection / Israel.

EXECUTIVES--TRAINING

2-60

Ciaccio, Frederick S.

Making the most of executive development assignments. Management (U.S. Office of Personnel Management), 3:32, no. 3 1982.

Descriptors: *Management development / Federal government.

2-61

Dreilinger, Craig and Dan Rice.

Beyond the myth of leadership-style training: the final chapter. Training and development journal, 37:54+, January 1983.

Last of three articles. The first article appeared in Training and Development Journal, 36:69-71, August 1982 (Personnel Literature, item 10-85, October 1982); the second article appeared in Training and Development Journal, 36:70-74, October 1982 (Personnel Literature, item 11-61, November 1982).

Descriptors: *Executives--Training--Research / *Leadership style / U.S. Department of Commerce / Federal government.

2-62

Galosy, Julia R.

Curriculum design for management training. Training and development journal, 37:48-51, January 1983.

Descriptors: *Executives--Training--Administration.

2-63

Harvey, Michael G.

The multinational corporation's expatriate problem: an application of Murphy's Law. Business horizons, 26:71-78, January-February 1983.

Descriptors: *Executives--Training--Administration / *Overseas executives--Training / *Executives--Characteristics.

2-64

Hoffman, Frank O.

Is management development doing the job? Training and development journal, 37:34-39, January 1983.

Descriptors: *Executives--Training--Evaluation / *Management development--Evaluation.

2-65

Kaye, Beverly L. and Caela Farren.

Management readiness: a program and its players. Personnel, 59:65-72, November-December 1982.

Descriptors: *Executives--Training--Case studies / *Management development--Case studies / *Mentors--Utilization.

2-66

Livingston, J. Sterling.

New trends in applied management development. Training and development journal, 37:14-16+, January 1983.

Adapted from a presentation given at the American Society for Training and Development National Conference, May 16-20, 1982, San Antonio, Texas.

Descriptors: *Executives--Training / *Management development / U.S. Department of the Navy / Technological innovations / Federal government.

EXECUTIVES--TRAINING (Cont'd)

2-67

Program is launched to develop civil service managers. State (U.S. Department of State newsletter), p. 3-4, January 1983.

Descriptors: *Management development / *Executives--Training / *Diplomatic and Consular Service / Federal government.

GRIEVANCES AND APPEALS

2-68

Sunderland, Philip G.

What are your rights? Federal times, 18:14, December 20, 1982; 18:11, January 3, 1983; 18:12, January 17, 1983.

Parts three, four and five in a series.

Part 1 appeared in Federal Times, 18:12, November 22, 1982 (Personnel Literature, item 12-145, December 1982); pt. 2 appeared in Federal Times, 18:16, December 6, 1982 (Personnel Literature, item 1-174, January 1983).

Contents: How to fight attempts to silence criticism; Avenues of appeal depend on case circumstances; Appeal 'mixed' cases through MSPB, EEO.

Descriptors: *Appeals--Procedures / *Employee rights / *Discrimination appeals / U.S. Merit Systems Protection Board / U.S. Equal Employment Opportunity Commission / Federal government.

GROUP RELATIONS

2-69 Ie152 .C65c

Cognitive processes in stereotyping and intergroup behavior, edited by David L. Hamilton. Hillsdale, N.J., Erlbaum, 1981. 366p.

Descriptors: *Intergroup relations / *Cognition / *Prejudices and antipathies.

2-70

Falk, Gideon.

An empirical study measuring conflict in problem-solving groups which are assigned different decision rules. Human relations, 35:1123-1138, December 1982.

Descriptors: *Problem solving--Group method--Research / *Group conflict--Research.

HEALTH PERSONNEL

2-71

Nordholm, Lena A. and Mary T. Westbrook.

Job attributes preferred by female health professionals, before and after entering the work force. Personnel psychology, 35:853-863, Winter 1982.

Descriptors: *Health personnel--Attitudes / *Work values / *Women employees--Attitudes.

2-72 Ie438 .H34Un85ep

U.S. Public Health Service.

Estimates and projections of black and hispanic personnel in selected health professions: 1980-2000. Washington, U.S. Govt. Print. Off., 1982. 62p. (DHHS publication no. (HRA)-82-10)

Descriptors: *Health personnel--Workforce planning / *Minority group professional employees--Workforce planning / *Physicians--Workforce planning.

HEALTH PERSONNEL (Cont'd)

2-73 M-Fiche

U.S. Public Health Service.
Supply and characteristics of selected health personnel. Washington, U.S. Govt. Print. Off., 1981. 74p. (DHHS Publication no. (HRA) 81-20)
Descriptors: *Physicians--Statistics / *Dentists--Statistics / *Health personnel--Statistics.

2-74 M-Fiche

U.S. Public Health Service.
Supply of manpower in selected health occupations: 1950-1990. Washington, U.S. Govt. Print. Off., 1980. 61p. (DHHS Publication no. (HRA) 80-35)
Descriptors: *Health personnel--Statistics / *Health personnel--Workforce planning / *Physicians--Statistics.

HOURS OF WORK

2-75 Ie491 .L57p

Levin, Amy E.
Part-time work; a bibliography. Alexandria, Va., Association of Part-Time Professionals, 1982. 1v.
Descriptors: *Part-time work--Bibliography / *Part-time workers--Bibliography.

HUMAN RELATIONS

2-76 Id72.9 .C74co

Contemporary perspectives in organizational behavior, edited by Donald D. White. Boston, Allyn and Bacon, 1982. 412p.
Descriptors: *Organizational behavior / *Motivation theory / *Employee development.

2-77 Id22 .D47or

Dessler, Gary S.
Organization & management. Reston, Va., Reston Publishing, 1982. 686p.
Descriptors: *Organizational behavior / *Management / *Planning.

2-78 Id22 .H36ma

Heilman, Madeline E. and Harvey A. Hornstein.
Managing human forces in organizations. Homewood, Ill., Irwin, 1982. 264p.
Descriptors: *Organizational behavior / *Management methods / *Executives--Abilities.

2-79

Lord, Robert G. and Jonathan E. Smith.
Theoretical, information processing, and situational factors affecting attribution theory models of organizational behavior. Academy of Management review, 8:50-60, January 1983.
Descriptors: *Organizational behavior--Theory.

2-80 Id72.9 .Or3op

Organ, Dennis W. and W. Clay Hamner.
Organizational behavior; an applied psychological approach. Rev. ed. Plano, Texas, Business Publications, 1982. 508p.
Descriptors: *Organizational behavior--Textbooks.

HUMAN RELATIONS (Cont'd)

2-81

Stimac, Michele.

Strategies for resolving conflict: their functional and dysfunctional sides. Personnel, 59:54-64, November-December 1982.

Descriptors: *Conflict resolution--Methods.

INCENTIVE AWARDS AND PROGRAMS

2-82 Ie613.4 .C76s

Conference for civilian and military personnel involved in the Federal incentive awards program, 38th, Dallas, 1980.

Suggestions, performance, productivity; summary of the annual conference. Prepared by Workforce Effectiveness and Development Group, U.S. Office of Personnel Management. Washington, 1981. 1v. (WPS-IA-4)

Conference is held as part of the annual conference of the National Association of Suggestion Systems.

Descriptors: *Incentive awards--Conferences / Federal government.

INSURANCE, HEALTH

2-83 Ie569 .Un365h

U.S. Commission on Civil Rights.

Health insurance coverage and employment opportunities for minorities and women. Washington, U.S. Govt. Print. Off., 1982. 56p. (Clearinghouse publication 72)

Descriptors: *Insurance, Health--Statistics / *Insurance workers--Statistics / *Minority groups--Statistics.

INTERVIEWING

2-84

Sackett, Paul R.

The interviewer as hypothesis tester: the effects of impressions of an applicant on interviewer questioning strategy. Personnel psychology, 35:789-804, Winter 1982.

Descriptors: *Interviewing--Research / *Interviewers.

JOB ANALYSIS

2-85

Jones, Allan P. and others.

Narrative job descriptions as potential sources of job analysis ratings. Personnel psychology, 35:813-828, Winter 1982.

Descriptors: *Job analysis--Methods / *Job descriptions / *Qualification standards / Federal government.

2-86 Ie438 .P9Sch5f

Schmitt, Neal and Sidney A. Fine.

Functional job analysis of the work of an industrial/organizational psychologist. Washington, American Psychological Association, 1981. 105p. (Journal Supplement Abstract Service, ms. 2457)

Descriptors: *Job analysis--Case studies / *Psychologists--Responsibilities / *Standards of performance.

JOB DESIGN

2-87

Brousseau, Kenneth R.

Toward a dynamic model of job-person relationships: findings, research questions, and implications for work system design. Academy of Management review, 8:33-45, January 1983.

Descriptors: *Job design--Research / Research reviews (Publications).

JOB SATISFACTION

2-88 Ie543.9 .G56r

Gold, Robert S., Linda J. Webb and Jana K. Smith.

Racial differences in job satisfaction among workers in three mental health agencies. Washington, American Psychological Association, 1982. 9p. (Journal Supplement Abstract Service, ms. 2485)

Descriptors: *Job satisfaction research / *Mental health technicians--Attitudes / *Afro-Americans--Attitudes.

2-89

Tharenou, Phyllis and Philip Harker.

Organizational correlates of employee self-esteem. Journal of applied psychology, 67:797-805, December 1982.

Descriptors: *Self-esteem--Research / *Attitude surveys / *Employee attitudes / Literature reviews.

JOB SEARCH

2-90 Ie135 .D89c

Dumbaugh, Kerry and Gary Serota.

Capitol jobs; an insider's guide to finding a job in Congress. Washington, Tilden, 1982. 108p.

Descriptors: *Job search / *Congressional staff--Career opportunities / *Government service as a career.

2-91 Ie135 .M72L

Moffatt, Thomas L.

Land that job! New York, Harper & Row, 1982. 152p.

Descriptors: *Job search.

2-92 Ie135 .M92j

Munschauer, John L.

Jobs for English majors and other smart people. Princeton, Peterson's Guides, 1981. 180p.

Descriptors: *Job search.

2-93

Oliphant, Van N. and Elmore R. Alexander, III.

Reactions to resumes as a function of resume determinateness, applicant characteristics, and sex of raters. Personnel psychology, 35:829-842, Winter 1982.

Descriptors: *Resumes--Research / *Job applicants--Characteristics.

LABOR FORCE

2-94

The work revolution. Newsweek, 101:29-32, January 17, 1983.

Descriptors: *Labor force--Statistics / *Labor supply--Statistics / *Women--Employment--Statistics.

LABOR-MANAGEMENT RELATIONS

2-95

Crawford, Alan.

Having it all: the rise of government unions and the decline of the work ethic. Washington monthly, 14:33-39, January 1983.

Descriptors: *Unions / *Union members--Pay / *Fringe benefits / Federal government / State government / Local government.

2-96

The new labor relations climate. Personnel administrator, 28:27-59, January 1983.

Contents: Concession bargaining: the time is now! by John W. Falahee; Give-backs highlight three major bargaining agreements, by the BNA editorial staff; Are there grievances against your non-union grievance procedure? by Donald A. Drost and Fabius P. O'Brien; The decertification of a union, by James P. Swann, Jr.; Interest arbitration examined, by Richard Johnson; Selecting an arbitrator for a discrimination grievance, by Elaine G. Wong.

Descriptors: *Arbitration / *Grievances--Procedures / *Unions / Collective bargaining.

2-97 Ie623 .Un58s

U.S. General Accounting Office.

Steps can be taken to improve Federal labor-management relations and reduce the number and costs of unfair labor practice charges. Washington, 1982. 76p. (B-203039)

Descriptors: *Unfair labor practices / *Labor-management relations--Evaluation / U.S. Federal Labor Relations Authority / Civil service reform--Administration--Evaluation / Federal government.

LABOR TURNOVER

2-98

Graen, George B., Robert C. Liden and William Hoel.

Role of leadership in the employee withdrawal process. Journal of applied psychology, 67:868-872, December 1982.

Descriptors: *Labor turnover causes--Research / *Labor turnover--Case studies / *Leadership style.

2-99

Jackofsky, Ellen F. and Lawrence H. Peters.

The hypothesized effects of ability in the turnover process. Academy of Management review, 8:46-49, January 1983.

Descriptors: *Labor turnover / *Ability / Models and modelmaking.

LEADERSHIP

2-100

Jago, Arthur G. and Victor H. Vroom.

Sex differences in the incidence and evaluation of participative leader behavior. Journal of applied psychology, 67:776-783, December 1982.

Descriptors: *Leadership style--Research / *Participative management--Research.

MANAGEMENT

2-101 HD7395 .R4An2c

Andrew, Ed.

Closing the iron cage; the scientific management of work and leisure. Montreal, Black Rose Books, 1981. 205p.

Descriptors: *Management methods / *Leisure--Social aspects / Time management / Job enlargement.

2-102 Id11 .B39b

Beer, Stafford.

Brain of the firm. 2d ed. New York, Wiley, 1981. 417p.

At head of title: The managerial cybernetics of organization.

Descriptors: *Management / *Cybernetics.

2-103

Hall, Brandon L. and Daniel E. Hursch.

An evaluation of the effects of a time management training program on work efficiency. Journal of organizational behavior management, 3:73-96, no. 4 1981-82.

Descriptors: *Time management--Case studies / *Time management--Evaluation / *Productivity improvement--Case studies.

2-104

Kelley, J. F. and Alphonse Chapanis.

How professional persons keep their calendars: implications for computerization. Journal of occupational psychology, 55:241-256, no. 4 1982.

Descriptors: *Time management--Research / *Professional employees--Attitudes / *Calendars.

2-105 Id184 .K47p

Kerzner, Harold.

Project management for executives. New York, Van Nostrand Reinhold, 1982. 716p.

Descriptors: *Project management / *Project management--Case studies.

2-106

McConkey, Dale and F. D. Barrett.

Managing in the age of the robot. Business quarterly (Canada), 47:40-46, Winter 1982.

Descriptors: *Automation / *Technological change / *Management.

2-107

Smith, M. Elizabeth.

Shrinking organizations: a management strategy for downsizing. Business quarterly (Canada), 47:30-33, Winter 1982.

Descriptors: *Cost reduction--Case studies.

2-108 Id22 .T63ma

Tosi, Henry L. and Jerald W. Young.

Management; experiences and demonstrations. Homewood, Ill., Irwin, 1982. 183p.

Descriptors: *Management--Problems, exercises, etc. / *Problem solving--Problems, exercises, etc. / *Decision-making--Problems, exercises, etc. / Planning.

MINORITY GROUPS--EMPLOYMENT

2-109 Ie152 .Un365u

U.S. Commission on Civil Rights.
Unemployment and underemployment among blacks, hispanics, and women. Washington, U.S. Govt. Print. Off., 1982. 98p. (Clearinghouse publication 74)
Descriptors: *Minority groups--Employment--Statistics / *Unemployed--Statistics / *Underemployment--Statistics.

MOTIVATION

2-110

Grant, Philip C.
Why employee motivation has declined in America. Personnel journal, 61:905-909, December 1982.
Descriptors: *Motivation / *Work values / *Organizational behavior.

2-111

Snyder, Robert A. and Ronald R. Williams.
Self theory: an integrative theory of work motivation. Journal of occupational psychology, 55:257-267, no. 4 1982.
Descriptors: *Motivation theory / *Need satisfaction--Research.

2-112

Sullivan, Jeremiah J.
A critique of Theory Z. Academy of Management review, 8:132-142, January 1983.
Descriptors: *Motivation theory / Organizations--Theory / Productivity.

OCCUPATIONS AND OCCUPATIONAL CHOICE

2-113

Prediger, Dale J.
Dimensions underlying Holland's hexagon: missing link between interests and occupations. Journal of vocational behavior, 21:259-287, December 1982.
Descriptors: *Occupational choice--Research / *Tests, Vocational interest--Research.

2-114 Ie436 .Un665ca

U.S. Employment and Training Administration.
Career opportunities in the hotel and restaurant industries. Washington, U.S. Govt. Print. Off., 1982. 134p. (Occupational and career information series no. 5)
Descriptors: *Hotel workers--Career opportunities.

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2-115 M-Fiche

U.S. Employment Standards Administration.
Interim report to Congress on Age Discrimination in Employment Act studies. Washington, U.S. Govt. Print. Off., 1981. 415p.
Descriptors: *Retirement, Compulsory--Research / *Retirement age--Research / *Age discrimination--Law and legislation.

ORGANIZATIONS

2-116 Id72 .B91o

Burke, W. Warner.
Organization development; principles and practices. Boston, Little, Brown, 1982. 402p.
Descriptors: *Organization development--Textbooks / *Intervention techniques --Textbooks.

2-117 Id72 .D34c

Deal, Terrence E. and Allan A. Kennedy.
Corporate cultures; the rites and rituals of corporate life. Reading, Mass., Addison-Wesley, 1982. 232p.
Descriptors: *Organizations--Climate / *Organizational effectiveness / *Organizational characteristics.

2-118

Gaertner, Gregory H. and S. Ramnarayan.
Organizational effectiveness: an alternative perspective. Academy of Management review, 8:97-107, January 1983.
Descriptors: *Organizational effectiveness / Literature reviews / U.S. Environmental Protection Agency / Federal government.

2-119 Id72 .H19h

Handbook of organizational design, edited by Paul C. Nystrom and William H. Starbuck. New York, Oxford University Press, 1981. 2v.
Contents: Vol. 1, Adapting organizations to their environments; vol. 2, Remodeling organizations and their environments.
Descriptors: *Organizations--Addresses, essays, lectures / *Organizations--Climate--Addresses, essays, lectures / *Organizational structure--Addresses, essays, lectures.

2-120 Id72 .P44i

Peters, Thomas J. and Robert H. Waterman, Jr.
In search of excellence; lessons from America's best-run companies. New York, Harper & Row, 1982. 360p.
Descriptors: *Organizational effectiveness / *Organizations--Climate / *Industrial management / Organizational characteristics.

2-121 Id72 .W85o

Woodcock, Mike and Dave Francis.
Organisation development through team-building; planning a cost effective strategy. New York, Wiley, 1981. 157p.
Descriptors: *Organization development / *Team development.

ORIENTATION

2-122 Ie333 .P24L

Parmerlee, Marcia.
A laboratory investigation of realistic job previews. Springfield, Va., National Technical Information Service, 1982. 161p. (PB82-221789)
Doctoral dissertation, Indiana University, Graduate School of Business, 1982.
Descriptors: *Orientation--Research / *Labor turnover control--Research / *Recruitment--Methods.

OVERSEAS PERSONNEL

2-123 Ie53 .Ov2T22c

Teague, Burton W.

Compensating foreign service personnel. New York, Conference Board, 1982. 26p. (Conference Board report no. 818)

Descriptors: *Overseas executives--Pay / *Overseas personnel--Fringe benefits / *Cost of living allowances.

PARTICIPATIVE MANAGEMENT

2-124

Cadbury Schweppes: more than chocolate and tonic. Harvard business review, 61:134-144, January-February 1983.

Interview with Sir Adrian Cadbury.

Descriptors: *Participative management--Case studies.

2-125 Ie527 .In6i

The innovative organization; productivity programs in action, edited by Robert Zager and Michael P. Rosow. New York, Pergamon, 1982. 359p. (Pergamon Press/Work in America Institute series)

Descriptors: *Participative management--Case studies / *Quality of working life--Case studies / *Productivity improvement--Case studies / Quality circles--Case studies.

2-126

Juechter, W. Mathew.

The ups and downs of participative management. Training and development journal, 37:92-93, January 1983.

Descriptors: *Participative management.

2-127 Ie527 .T37q

Thompson, Philip C.

Quality circles; how to make them work in America. New York, AMACOM, 1982. 198p.

Descriptors: *Quality circles.

PERFORMANCE EVALUATION

2-128

Bazerman, Max H., Rafik I. Beekun and F. David Schoorman.

Performance evaluation in a dynamic context: a laboratory study of the impact of a prior commitment to the ratee. Journal of applied psychology, 67:873-876, December 1982.

Descriptors: *Performance evaluation--Research.

2-129

Graves, J. Peter.

Let's put appraisal back in performance appraisal: part 2. Personnel journal, 61:918-923, December 1982.

Part 1 appeared in Personnel Journal, 61:844-849, November 1982 (Personnel Literature, item 1-134, January 1983).

Descriptors: *Performance evaluation--Methods.

PERFORMANCE EVALUATION (Cont'd)

2-130

Robinson, T. Bruce, Jr.

A new approach to increasing organizational commitment and productivity--the Management Planning and Performance Appraisal System. Training and development journal, 37:58+, January 1983.

Descriptors: *Performance evaluation--Methods / *Executives--Evaluation / *Supervisors--Evaluation / Standards of performance / Performance-based pay / U.S. Department of Commerce / Federal government.

2-131

Zedeck, Sheldon and Wayne F. Cascio.

Performance appraisal decisions as a function of training and purpose of the appraisal. Journal of applied psychology, 67:752-758, December 1982.

Descriptors: *Performance evaluation--Research / *Performance evaluation--Administration--Evaluation.

PERSONNEL ADMINISTRATION

2-132 Ie11 .Ar5h

Armstrong, Michael and John F. Lorentzen.

Handbook of personnel management practice; procedures, guidelines, checklists, and model forms. Rev. ed. Englewood Cliffs, N.J., Prentice-Hall, 1982. 420p.

Descriptors: *Personnel administration--Handbooks, manuals, etc. / *Incentive pay / *Pay administration--Handbooks, manuals, etc.

2-133 M-Fiche

Cascio, Wayne F. and H. John Bernardin.

Court cases relevant to employment decisions: annotated bibliography; interim report for period October 1979-January 1981. Washington, U.S. Govt. Print. Off., 1981. 453p. (AFHRL-TR-80-44)

Originally published: Brooks Air Force Base, Texas, Air Force Human Resources Laboratory, 1981.

Descriptors: *Personnel administration--Digests / *Selection--Digests / *Discrimination--Digests.

2-134 Ie11.9 .C91i

Cummings, L. L.

Improving human resource effectiveness; an annotated bibliography of behavioral science contributions. Berea, Ohio, ASPA Foundation, 1982. 335p.

Descriptors: *Personnel administration--Bibliography.

2-135 Ie11 .G52p 1982

Glueck, William F.

Personnel: a diagnostic approach, revised by George T. Milkovich. 3d ed. Plano, Texas, Business Publications, 1982. 720p.

Descriptors: *Personnel administration--Textbooks / *Personnel administration--Case studies.

2-136

Harris, Philip R. and Dorothy L. Harris.
Human resources management: charting a new course in a new organization, a new society, part 2. Personnel, 59:31-42, November-December 1982.
Part 1 appeared in Personnel, 59:11-17, September-October 1982 (Personnel Literature, item 12-119, December 1982).
Descriptors: *Personnel administration / *Futures (of society) / *Retraining.

2-137 Ie621.9 .In2i

Industrial relations research in the 1970s; review and appraisal, edited by Thomas A. Kochan, Daniel J. Mitchell and Lee Dyer. Madison, Wis., Industrial Relations Research Association, 1982. 374p. (Industrial Relations Research Association series)
Partial contents: Chap. 5, Personnel/human resource management research, by Lee Dyer and Donald P. Schwab.
Descriptors: *Personnel administration--Research / *Performance evaluation--Research / Research reviews (Publications).

2-138 H62 .M47b

Meister, David.
Behavioral research and government policy; civilian and military R&D. New York, Pergamon, 1981. 373p.
Partial contents: Research on factors affecting individual operator performance; Research on factors affecting group, team, and organizational performance; Research on methods of developing and measuring personnel and systems; Research designed to solve problems.
Descriptors: *Personnel research / *Performance--Research / *Teamwork--Research / Problem solving--Research / Federal government.

2-139 Ie11 .M74pm

Mondy, R. Wayne, Robert M. Noe, III and Harry N. Mills, Jr.
Personnel; the management of human resources. Boston, Allyn and Bacon, 1981. 599p.
Descriptors: *Personnel administration--Textbooks.

2-140 Ie11 .Od3pr 1982

Odiorne, George S.
Personal learning aid for personnel and human resources management. Rev. ed. Homewood, Ill., Dow Jones-Irwin, 1982. 140p.
Cover title: Personnel and human resources management.
Descriptors: *Personnel administration--Programmed instruction.

2-141 Ie11 .P43pf

Personnel management, edited by Kendrith M. Rowland and Gerald R. Ferris. Boston, Allyn and Bacon, 1982. 620p.
Descriptors: *Personnel administration.

2-142 Ie11 .P43ps

Perspectives on personnel/human resource management, edited by Herbert G. Heneman, III and Donald P. Schwab. Rev. ed. Homewood, Ill., Irwin, 1982. 392p.
Descriptors: *Personnel administration--Addresses, essays, lectures.

PERSONNEL ADMINISTRATION (Cont'd)

2-143 Ie11.1 .Un58f

U.S. General Accounting Office.
Federal civilian personnel: a work force undergoing change, study by the staff of the U.S. General Accounting Office. Washington, 1982. 32p. (GAO/FPCD-83-9)
Descriptors: *Personnel administration--Evaluation / *Personnel administration--Bibliography / *Civil service--Costs / Federal government.

2-144

Von Glinow, Mary A. and others.
The design of a career oriented human resource system. Academy of Management review, 8:23-32, January 1983.
Descriptors: *Personnel administration / Career patterns / Models and modelmaking.

2-145 Ie11.8 .Y7p 1982

Yoder, Dale and Paul D. Staudohar.
Personnel management and industrial relations. 7th ed. Englewood Cliffs, N.J., Prentice-Hall, 1982. 552p.
Descriptors: *Personnel administration / *Industrial relations / *Personnel administration--Case studies.

PERSONNEL DEPARTMENTS

2-146 Ie16 .W15h

Walker, Alfred J.
HRIS development; a project team guide to building an effective personnel information system. New York, Van Nostrand Reinhold, 1982. 243p.
HRIS = human resource information system.
Descriptors: *Personnel information systems.

2-147

Walker, Alfred J.
The newest job in personnel: human resources data administrator. Personnel journal, 61:924-928, December 1982.
Descriptors: *Personnel information systems / *Personnel officers--Responsibilities.

PERSONNEL RESEARCH

2-148

Wallace, Marc J., Jr.
Methodology, research practice, and progress in personnel and industrial relations. Academy of Management review, 8:6-13, January 1983.
Descriptors: *Personnel research--Methodology / *Job analysis--Research / *Pay rates--Research.

POLITICAL ACTIVITY

2-149 Ic36.3 .Un679p

U.S. Merit Systems Protection Board. Office of the Special Counsel.
Political activity and the Federal employee. Washington, 1982. 12p.
Descriptors: *Political activity / *Hatch Act / Federal government.

POLITICAL ACTIVITY (Cont'd)

2-150 Ic36.3 .Un679pa

U.S. Merit Systems Protection Board. Office of the Special Counsel.
Political activity and the state and local employee. Washington, 1982. 12p.
Descriptors: *Political activity / State employees / Local officials and employees.

PRODUCTIVITY

2-151

Foxworthy, Robert, Will Ellis and Charles McLeod.
A management team system. Journal of organizational behavior management, 3:19-32, no. 4 1981-82.
Descriptors: *Productivity improvement--Case studies / *Team development--Case studies.

2-152

Latham, Gary P. and Lise M. Saari.
The importance of union acceptance for productivity improvement through goal setting. Personnel psychology, 35:781-787, Winter 1982.
Descriptors: *Productivity improvement--Research / *Goal setting--Research / *Unions.

2-153 Id214 .P39pe

People and productivity: a challenge to corporate America, prepared by New York Stock Exchange, Office of Economic Research. New York, New York Stock Exchange, 1982. 53p.
Descriptors: *Productivity improvement / *Financial incentives / *Management methods--Comparative studies / Japan / United States.

2-154 Id214 .P94pw

Productivity through work innovations, edited by Jerome M. Rosow and Robert Zager. New York, Pergamon, 1982. 161p. (Work in America Institute policy study)
Descriptors: *Productivity improvement / *Participative management / *Change, Organizational.

2-155

Reuter, Vincent G.
Measuring work: how to design and measure workflow to enhance productivity. Management world, 11:8+, December 1982.
Descriptors: *Productivity improvement / *Work measurement.

PROFESSIONAL EMPLOYEES

2-156

Mills, Peter K. and others.
Flexiform: a model for professional service organizations. Academy of Management review, 8:118-131, January 1983.
Descriptors: *Professional employees--Utilization / *Organizational structure.

PUBLIC ADMINISTRATION

2-157 HD3858 .Am6e

Amoroso, James.

Efficient utilization of public funds; a discussion of the issues concerning contractor production vs. government employees. Springfield, Va., National Technical Information Service, 1982. 89p. (PB82-248212)

Presented to the Institute for Applied Public Financial Management, American University, and the Department of Defense.

Descriptors: *Contracts, Government--Administration--Evaluation / *Personnel utilization / *Productivity--Comparative studies / Expenditures, Public / Federal government.

2-158 H97 .D37s

deLeon, Peter.

Some altered thoughts on policy termination. Springfield, Va., National Technical Information Service, 1981. 8p. (AD-A114 925)

Originally published by Rand Corporation, Santa Monica, Calif., 1981.

Descriptors: *Administrative agencies--Administration / *Policy sciences / Federal government.

2-159

Garey, Robert B. and John F. Sacco.

Everyday bureaucratic realities and program evaluation. GAO review, 17:29-32+, Fall 1982.

Descriptors: *Bureaucracy / *Program evaluation--Administration--Evaluation / Federal government.

2-160

Jones, Garth N.

Business school professionals in public management: new issues in servicing the public personnel function. Review of public personnel administration, 3:21-40, Fall 1982.

Descriptors: *Public administration--Study and teaching / *Business education--Research / *Master of business administration degree--Research.

2-161 HD3858 .J86i

Jozwik, Raymond S.

Improving the efficiency and effectiveness of government through A-76; data processing management studies. Washington, Arthur Young & Company, 1982. 1v.

Descriptors: *Contracts, Government--Administration / *Personnel utilization / *Electronic data processing departments--Management / Federal government.

2-162 HD3858 .N19n

National conference on contracting out under A-76; implementing new administrative policies and objectives. Silver Spring, Md., U.S. Professional Development Institute, Inc., 1982? 1v.

Conference volume sponsored by Government Executive magazine.

Partial contents: Appendix B, A guide for writing and administering performance statements of work for service contracts; appendix C, Cost comparison handbook: supplement no. 1 to OMB circular no. A-76.

Descriptors: *Contracts, Government--Conferences / *Contracts, Government--Administration / *Contracts, Government--Handbooks, manuals, etc. / Federal government.

2-163 HD3858 .N19na

National conference on contracting out under A-76; implementing new administrative policies and objectives; writing the statement of work (post-conference workshop, Washington, 1982). Presented by Arthur Young & Company. Washington?, Arthur Young & Company, 1982? 2v.

Sponsored by Government Executive magazine.

Descriptors: *Contracts, Government--Conferences / *Contracts, Government--Administration / Federal government.

2-164

Siegel, Efstathia A.

Is publishing perishing? Management (U.S. Office of Personnel Management), 3:17-21, no. 3 1982.

Efstathia A. Siegel is a writer-editor, U.S. Office of Personnel Management.

Descriptors: *Government publications / *U.S. Office of Management and Budget--Rules and practice / *Government publications--Statistics / Federal government.

2-165 Ia11 .Uk3d

Ukeles, Jacob B.

Doing more with less; turning public management around. New York, AMACOM, 1982. 309p.

Descriptors: *Public administration / *Personnel administration / *Financial management / Organizational effectiveness / State government / Local government.

2-166 HD3858 .Un39c

U.S. Congressional Budget Office.

Contracting out for Federal support services: potential savings and budgetary impacts. Washington, 1982. 46p. (A CBO study)

Descriptors: *Contracts, Government--Administration / *Contracts, Government--Costs / Federal government.

2-167 HD3858 .Un58fa

U.S. General Accounting Office.

Factors influencing DOD decisions to convert activities from in-house to contractor performance; report to the Chairmen, Senate and House Committees on Armed Services by the Comptroller General of the United States. Washington, 1981. 36p. (B-202157)

Descriptors: *Contracts, Government--Administration--Evaluation / Federal government.

2-168 HD3858 .Un35c

U.S. Office of Personnel Management.

Contracting out; a reading list. Prepared by The Library. Washington, 1983. 4p.

Descriptors: *Contracts, Government--Bibliography / *Contracts, Government--Administration / Federal government.

2-169

U.S. President, 1981- (Ronald Reagan)

Continuance of certain Federal advisory committees. Executive Order 12399. December 31, 1982. Weekly compilation of Presidential documents, 18:1675-1676, January 3, 1983.

Descriptors: *Executive advisory bodies / Federal government.

PUBLIC ADMINISTRATION (Cont'd)

2-170

U.S. President, 1981- (Ronald Reagan)

President's Private Sector Survey on Cost Control in the Federal Government. Executive Order 12398. December 31, 1982. Weekly compilation of Presidential documents, 18:1675, January 3, 1983.

Descriptors: *Executive advisory bodies / *Administrative agencies--Administration--Evaluation / *Cost control / Federal government.

REDUCTION IN FORCE

2-171

Fuller, Robert, Cassandra Jordan and Robert Anderson.

Retrenchment: layoff procedures in a nonprofit organization. Personnel, 59:14-24, November-December 1982.

Descriptors: *Reduction in force--Case studies / *Reduction in force--Administration / *Corporations, Government--Administration / Federal government.

2-172

Ketchum, Robert H.

Retrenchment: the uses and misuses of LIFO in downsizing an organization. Personnel, 59:25-30, November-December 1982.

LIFO = last in, first out.

Descriptors: *Reduction in force--Administration.

REMOVAL

2-173 Ie688 .Em7e

The employment-at-will issue, prepared by Labor Special Projects Unit. Washington, Bureau of National Affairs, 1982. 96p. (BNA special report)

Descriptors: *Removal--Cases / *Removal--Law and legislation / *Employee rights--Cases.

2-174

Oliver, Anthony T., Jr.

The disappearing right to terminate employees at will. Personnel journal, 61:910-917, December 1982.

Descriptors: *Removal--Cases / *Grievances--Procedures.

RETIREMENT

2-175 Ie708.9 .G97r

Gustafson, Thomas A.

The retirement decision of older men: an empirical analysis. Springfield, Va., National Technical Information Service, 1982. 172p. (PB82-260001)

Descriptors: *Retirement--Research / *Older worker--Research.

2-176

Mortality and early retirement. Social security bulletin, 45:3-10, December 1982. Prepared by the Program Analysis Staff, U.S. Social Security Administration.

Descriptors: *Retirement, Early--Research / *Retirees--Research.

2-177 Ie712 .St6c

Stakes, Mary E.

Controlling public pensions. Athens, University of Georgia, Institute of Government, 1982. 34p.

Descriptors: *Retirement / *Pensions--Administration / State employees / Municipal employees.

SAFETY

2-178 Ie558 .Sy6s

Symposium on Occupational Safety Research and Education, Morgantown, W.Va., 1980.
A dialog between two communities; proceedings... Washington, U.S. Govt. Print. Off., 1982. 364p. (DHHS (NIOSH) publication no. 82-103)
Descriptors: *Safety--Conferences / *Safety education--Conferences / *Safety--Research / Working conditions.

SCIENTISTS AND ENGINEERS

2-179 Ie172 .Am3so 1981

American Institute of Physics.
Society membership 1981 profile: an expanded view. New York, Manpower Statistics Division, 1982. 51p.
Descriptors: *Physicists--Pay / *Physicists--Employment.

2-180 Ie53 .Sci2F49t

Finn, Michael G.
Training, work experience, and the earnings of men and women scientists. Springfield, Va., National Technical Information Service, 1981. 42p. (DE82-007-564)
Prepared by Labor and Policy Studies Program, Oak Ridge Associated Universities, Oak Ridge, Tenn., for the National Science Foundation.
Descriptors: *Scientists--Pay--Research / *Scientists--Training--Research.

2-181 Ia51 .Un72na 1982

U.S. National Science Foundation.
National patterns of science and technology resources... Washington, U.S. Govt. Print. Off., 1982. 80p.
Descriptors: *Scientists--Statistics / *Engineers--Statistics / *Research--Finance / Federal government.

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Descriptors: *U.S. General Accounting Office--Security measures / *Internal security--Administration--Evaluation / *Espionage / Federal government.

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Levine, Hermine Z.

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Descriptors: *Supervisors--Training--Administration / Surveys.

2-187

Lippert, Fred G.

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Descriptors: *Supervisors--Responsibilities.

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Descriptors: *Military personnel--Tests / *Tests, Ability--Administration--Evaluation / Federal government.

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Contents: Progress in validity generalization: comments on Callender and Osburn and further developments, by Frank L. Schmidt, John E. Hunter and Kenneth Pearlman; Another view of progress in validity generalization: reply to Schmidt, Hunter, and Pearlman, by John C. Callender and H. G. Osburn; History and accuracy of validity generalization equations: a response to the Callender and Osburn reply, by John E. Hunter, Frank L. Schmidt and Kenneth Pearlman; Multiplicative validity generalization model: accuracy of estimates as a function of sample size and mean, variance, and shape of the distribution of true validities, by John C. Callender and others.
Frank L. Schmidt and Kenneth Pearlman are psychologists, U.S. Office of Personnel Management.
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Descriptors: *Training / *Employment policy / *Workforce planning.

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Gelbach, Deborah L.

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Hultman, Kenneth E.

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McLain, Rodney L.

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Descriptors: *Women--Employment / *Women executives--Characteristics / *Mentors.

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